



City of Duluth

Application for Use of a Park Shelter

218 730-4320

Contact:		For Alcohol: Private Host Non-Profit Business/Company/Club
Organization:		
Address:		H Phone:
City:	State:	Zip:
Date of Event:		W Phone:
Attendance:		C Phone:
Type of Event:		email:
Please plan your event so that your arrival and departure are within your allotted time slot.		

Site:

Brighton Beach
 (no water or electric)↗
 Chambers Grove
 Chester Bowl
 Enger Park
 Leif Erikson Park
 Lester Park
 (no water)↗
 Lincoln Park

Time Slot:

10am - 3pm
 4pm - 9pm
 10am - 9pm

Rose Garden

- exclusive use of the gazebo for wedding ceremonies or photos only; no tents or canopies; chairs allowed only for the elderly or handicapped
- time: _____

Alcohol Permit ○
please review the attached alcohol policies

Park Point is now handled by the YMCA. Please contact Kelly Lafferty at 218.722.4745 x132 or klafferty@duluthymca.org

- A permit allows you the exclusive use of the shelter or gazebo - the park is still open to the public.
- We no longer allow tents in our parks. Canopies may be used if they are stand-alone. (a \$100 damage deposit will be required)
- We do not provide any additional items needed for your event. You must make these arrangements yourself.
- If your permit requires a security officer for alcohol, you must provide a copy of the contract before your permit will be issued.

Your reservation will be canceled if payment is not received with two weeks of reserving.

You must also read and sign the hold harmless form on the back page of this application.

Applicant Signature:

Date:

For office use only:

Shelter Fee \$	Date Received: _____ By: _____
Alcohol Permit \$	Amount Paid: _____
Total Fee: \$	Check # _____ Cash _____
Rose Garden: # of Time Slots _____	Receipt # _____
Total Fee: \$	Canopy Deposit: _____ Key Deposit: _____
	Deposit(s) returned: _____

EVENT PERMIT HOLD HARMLESS FORM

Permittee agrees to defend, indemnify, and save harmless the City from any and all liens, claims, suits, demands, liability, judgment costs, damages, and expenses which may accrue against or be charged or may be recovered from the City by reason of or account of any claim for damage arising from Permittee's use or occupancy of the premises whether or not person or persons including Permittee, its members, employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Permittee, its members, volunteers, invitees, or tenants, or by reason of the use, development, operation, or maintenance of said premises by Permittee under this agreement. Upon ten (10) days written notice, Permittee will appear and defend all claims and lawsuits against the City growing out of any such injury or damage resulting from any defect in the construction or condition of all the interior and exterior premises of the site. The City does not waive its immunities under state or federal law.

Contact Signature

Name of Organization Contact is Representing

Please return this form and fees to: Duluth Parks & Recreation
12 East Fourth Street
Duluth MN 55805

Make checks payable to City of Duluth

Please Note:

- Advance reservations not paid within five (5) working days of event will be charged a \$25 late fee.
- Late reservations, made within (5) days of event, will be charged an additional \$25 fee.
- Changes made to a reservation requiring a new permit to be issued, will be charged an additional \$25 processing fee.

All fees/permits are non-transferable and non-refundable

PARK RESERVATION RULES AND REGULATIONS

A PERMIT IS REQUIRED FOR ANY EVENT WHERE IT IS REASONABLY ANTICIPATED THAT 40 OR MORE PERSONS WILL BE IN ATTENDANCE. IF YOUR GROUP IS LESS THAN 40, YOU MAY PAY THE FEE TO SECURE THE SHELTER.

1. Permits will be issued for events to be held from Memorial Day weekend through September 30. Permits will not be issued for events before or after these dates unless it is considered a "special event."
2. Reservations for weddings will be taken beginning January 1 for weddings to be held the following year; reservations for other private events to be held the following year will be taken beginning November 1.
3. The permit secures the use of the shelter or gazebo only and does not give exclusive use of the park. Open picnic areas are not included in the reservation. No amenities or special arrangements are provided - regardless of the type of event. Wedding receptions are no longer allowed.
4. Reservations will be automatically cancelled if payment is not received by the **due date** on your application or within two weeks. Reservations are made for specific times - the space is not yours until your reservation time begins, so please plan accordingly. This is especially important for wedding ceremonies in the Rose Garden. Do not plan on entering the park early.
5. All reservations are final after the permit has been issued - so please be sure of your date and time. If you make changes to your reservation requiring that a new permit be issued, you will be asked to pay an additional fee.
6. Most parks are equipped with 110 volts electrical outlets, 220 volts are not available in the park system. Multiple electrical items may cause overloads on the power source.
7. Tents are no longer allowed due to the damage done by them. Canopies are allowed (except for Enger or the Rose Garden) if they are stand-alone (not staked). A \$100 damage deposit will be required.
8. **Alcohol Consumption:**
 - a. Privately Hosted Events: \$45 alcohol consumption fee; if you are having a cash bar, the event must be catered by a restaurant with a caterer's permit. Submit a copy of the contract with your application.
 - b. Business/Company Events/Club Events: \$45 alcohol consumption fee plus the event must be catered by a restaurant with a caterer's permit. Submit a copy of the contract with your application.
 - c. Non-Profit Sponsored Events: \$45 alcohol consumption fee; if alcohol is provided, a one-day Consumption and Display Permit must be secured; if there is a cash bar, a Temporary Liquor License must be secured. A copy of your permit or license must be submitted before your reservation permit will be issued. (if it is necessary for you to have one of these, please contact the City Clerk's Office at 218.730.5500.
 - d. A uniformed Security Officer is now required for groups over 50 when alcohol is being consumed; if your group is over 200, two Security Officers are required. Duluth Police Officers are sometimes available; call 218.730.5421 for more information.
9. Kegs are only allowed if a uniformed off-duty police officer is present. Absolutely no glass containers allowed.
10. Fires may only be started and maintained in proper receptacles, such as, grills or existing fire places. Ground fires are not allowed at any time. Coals must be disposed of properly.
11. If you plan on having amusements, such as, moonwalks, dunk tanks, games or amplified music, your event qualifies as a special event and you must secure a special event permit which requires insurance.
12. The renter is responsible for the safe conduct of all persons attending the event and for clean up, including decorations, and other items brought into the park. All trash must be disposed of properly.
13. Motorized vehicles must remain in the parking lot and may not be driven on any off-road areas, such as park pathways, grass, fields, etc. Dogs must be leashed at all times and are not allowed on playground areas.
14. A key is available to allow for delivery vehicle entry into Lincoln Park, Lester Park, Park Point, or Chambers Grove. A \$20 deposit is required. Vehicles cannot remain in the park and the post or gate must remain locked during your event.